



Arizona Department of Education
Tom Horne, Superintendent of Public Instruction

TIME DISTRIBUTION REPORT

Employee Name	Position	Month/Year
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	Work Hours		CACFP Administrative Tasks	Food Service Operational Tasks	CACFP Training	CACFP Monitoring	Totals	
Day	Start	End	A. e.g., Managing, planning, organizing	B. e.g., Menu planning, meal prep, serving, clean-up, supervising, meal counts	C. Attending/ providing CACFP Training	D. e.g., Pre- approval, monitoring visits	E. Total Food Service Hours	F. Total Hours Worked for the day
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

Total Monthly Food Service Hours Worked _____

Total Monthly Hours Worked _____

☐ Alternate Certificate Statement: I certify that I am on a fixed work schedule.

My workdays are _____ through _____. My work hours are _____ a.m. to _____ p.m. I did not work outside the hours of my fixed schedule, and all my work hours were spent performing Food Service duties.

I certify that all information is true and correct.

Signature – Employee

Date

Approval:

Signature – Supervisor

Date

Form revised November 7, 2005

PURPOSE

To document the amount of time spent performing Food Service and Non-Food Services tasks for each day of the month. This information is used to establish the portion of costs that may be claimed as Food Service labor.

PROCEDURE

When to Prepare

All full-time and part-time employees whose compensation in whole or in part is paid with Food Service funds must complete this report. The information must account for the total activity for which each employee is compensated. The reports must reflect an after-the-fact determination of the actual activity of each employee. A separate report is required for each employee.

Number of Copies

Complete one original for each employee for each month.

Transmittal

Keep the completed and signed form in your files.

Form Retention

Keep the Time Distribution Report for three years and 90 days from the end of the contract period. Exception: If audit findings, claims, or litigation have not been resolved by the end of the retention period, all forms and records must be retained until all issues are resolved.

DETAILED INSTRUCTIONS

Employee Name- Enter the name of the employee whose time distribution is being recorded.

Position – Enter the title of the position for this employee.

Month/Year – Enter the month and the year covered by this time distribution report.

Day – No entry is required. This column indicates that day of the month.

Work Hours – The employee enters that start and end time for each workday. More than one time may be entered if the employee has a break in work hours other than normal lunch and break times.

Food Service Tasks (Columns A, B, C, and D) - The employees enters the amount of time spent performing Food Service tasks in the column that best describes the nature of the activity. Time must be reported in ½ (one/half) hour intervals. Employees should round up or down to the nearest half-hour. This should reflect an after-the-fact determination of the actual time spent in each activity.

Total Food Service hours (Column E) –For each day, sum across the row for columns A, B, C, and D and enter the total in column E for the appropriate day.

Total Hours Worked for the day (Column F) – The employee enters the total number of hours worked that day.

Total Monthly Food Service Hours Worked – At the end of the month, sum the numbers in column E to calculate Total Monthly Food Service Hours Worked.

Total Monthly Hours Worked – At the end of the month, sum the numbers in column F to calculate Total Monthly Hours Worked.

Alternate Certification Statement – This certification statement may be completed in lieu of the detailed daily time distribution entries if the employee did not work outside of the fixed schedule and all hours were spent performing Food Service duties.

Signature and Date- Employee – The employee must sign and date the document to certify that all information is true and correct.

Signature and Date – Supervisor – The employee's supervisor must sign and date the document to show approval of the form.